



NEW: Submitted:
09/17/2021 06/11/2019

JOB TITLE:	CLERK BINDERY/DISTRIBUTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8018
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Responsible for operation of bindery room equipment and the distribution of high-quality finished materials

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates collator, folder and stitching 24-bin system

Operates single unit 24-bin collator

Lays out material to be collated, checks for proper order in format as well as numerical order and makes final general check

Operates folder, paper cutter, hole drill press, and element bindery equipment

Maintains bindery equipment in efficient working order, making simple adjustments and diagnosing problems as they occur

Assist in the training students assigned through co-op programs

Assists in the distribution and inventory of printed materials

Expedites work flow of bindery room

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work at times Work requires reaching, bending, squatting, carrying of light weights climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping, fine manipulations and pushing and pulling of arm controls., repairs, and adjustments on equipment. The work requires activities involving being around moving machinery, noise, exposure to marked changes in temperature and humidity and exposure to dust, chemicals, fumes, and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work independently

Knowledge of operation of copy equipment

Experience in diverse workplace